

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Request for a Development Agreement

An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review

Development Agreement Application Fee: \$12,900.00

In addition to the application fee, the following fees also apply:

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

Date of Submittal: / /
 Month Day Year

Property Owner:

Agent (if applicable):

Name

Name

Mailing Address (Street, City, State, Zip Code)

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Daytime Phone

Email Address

Email Address

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block Lot Subdivision Key

Real Estate (RE) Number Alternate Key Number

Street Address (Street, City, State, Zip Code) Approximate Mile Marker

If more than one property is to be affected by the development agreement, please attach additional sheets providing all property owners and legal descriptions of properties (with real estate numbers) involved.

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Land Use District Designation(s) of Property(s): _____

Present Land Use(s) of Property(s): _____

Land Area of Property(s): _____

Provide all parties which would be involved in the development agreement:

Provide a clear description of the use(s) proposed on the property(s):

Provide a clear description of public facilities that will service the development, including who shall provide such facilities; the date any new facilities, if needed, will be constructed; and a schedule to assure public facilities are available concurrent with the impacts of the development:

Provide a clear description of any reservation or dedication of land for public purposes:

Proposed duration of development agreement (note: duration may not exceed 10 years): _____

Has a previous application been submitted for this site(s) within the past two years? Yes ___ No ___

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ Complete development agreement application (unaltered and unbound);
- ☐ Correct fee (check or money order to Monroe County Planning & Environmental Resources);
- ☐ Proof of ownership (i.e. Warranty Deed);
- ☐ Current Property Record Card(s) from the Monroe County Property Appraiser;
- ☐ Location map;
- ☐ Photograph(s) of site(s) from adjacent roadway(s);

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- ☐ **Signed and Sealed Boundary Survey(s), prepared by a Florida registered surveyor – sixteen (16) sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);
- ☐ **Written description of project;**
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property(s) – (three sets).** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- ☐ **Signed and Sealed Site Plan(s), prepared by a Florida registered architect, engineer or landscape architect– 16 sets** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale)
- ☐ **Floor Plans for all proposed structures and for any existing structures to be redeveloped – sixteen (16) sets** (drawn at an appropriate standard architectural scale and including handicap accessibility features)
- ☐ **Elevations for all proposed structures and for any existing structures to be modified – 16 sets** (with the elevations of the following features referenced to NGVD: existing grade; finished grade; finished floor elevations (lowest supporting beam for V-zone development); roofline; and highest point of the structure)
- ☐ **Landscape Plan(s) by a Florida registered landscape architect – 16 sets** (may be shown on the site plan; however, if a separate plan, drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale)
- ☐ **Traffic Study(s), prepared by a licensed traffic engineer**
- ☐ **Relevant Letters of Coordination**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.